

604006/97

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: LIBRARY DIRECTOR

DEFINITION

Under administrative direction, to plan, organize, coordinate and direct the operations and activities of the Riverside City Public Library System: and to perform other related duties as required.

REPORTS TO: City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager and administrative guidance from the Library Board of Trustees

Exercises direct supervision over professional staff and through subordinates, para-professional, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Plan, organize and direct the operations and activities of a large diversified library system.
- Direct the preparation of the annual budget and utilize appropriate means to insure adoption; review and evaluate current programs and anticipate future needs; evaluate cost for services and methods which reduce costs; monitor performance against parameters and compliance with City policies.
- Direct, develop, implement and review departmental goals, objectives, policies and procedures including book selection and acquisition policies and standards, delegate responsibility to appropriate subordinates.
- Work closely with the Library Board of Trustees, an administrative board, providing technical and professional advice, recommendations and reports related to levels of service and other library related matters.
- Plan development and expansion programs for the library system, in conjunction with appropriate City and County officials, including plans for site acquisition, buildings and equipment.
- Direct the planning, implementation and evaluation of new automated library services and management information systems which increase effectiveness and efficiency while reducing administrative costs.
- Search for new and appropriate ways to serve the public in a rapidly growing and increasingly diversified environment.
- Develop, direct and maintain a public relations program through personal contacts and subordinate staff to promote library programs which provide the public, civic groups, public officials and other interested parties with information on library services.
- Participate in the selection, training and evaluation of senior professional staff; work closely with staff to build an effective management team
- Maintain fair employment practices to ensures the departmental hiring and promotional practices re consistent with the City's equal employment opportunity policy.
- Represent the City and the library system in the community and at professional meetings.

QUALIFICATIONS

Knowledge of:

- Principles of library organization, administration and management.
- Principles and practices of librarianship, including the problems and procedures involved in operating a reader-services program through a branch library system and the professional services such as cataloging, circulation, reference techniques and bibliography.
- Principles and practices of modern office management.
- Principles and practices of organization, administration, budgeting and personnel management.

Ability to:

- Plan, organize and direct a comprehensive program for providing library services in a large multi-ethnic, multi-lingual, urban library system.
- Work effectively with the public, public officials, professional staff members and professional people from other agencies.
- Coordinate the work of various divisions of a large geographically widespread library system and plan and direct a large staff.
- Communicate clearly and concisely, orally and in writing.
- Select, supervise, train and evaluate subordinates.

Education and Experience:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Possession of a Master of Library Science Degree from an accredited college or university.

Experience: Seven years' of progressively responsible professional public library experience with at least three years' at a senior management level gained either as a Library Director or as an assistant in a high growth city or county.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Library Director

TO: Assistant City Manager